



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Executive Staff Division State Capitol Atlanta, Georgia 30334		4. Person to Contact Hamilton Jordan	FEB 19 1973 73-9596, 35 FEB 27 1973
		5. Working Title Executive Secretary	6. Tel. No. 856-1784

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1971 - to Date

9. Exact Series Title

SEE SEPARATE SERIES DESCRIPTIONS

10. What is the function of the office in which this record series is created

The Executive Staff Division, headed by the Executive Secretary, is responsible for providing a broad variety of staff services for the Governor and the other executive offices. The Division schedules the Governor's appointments, answers his correspondence, provides general fiscal and offices services. The Division also provides liaison with the State Legislature, agency heads, and the public, as well as occasionally representing the Governor at functions which he is unable to attend. The Division maintains a research section which undertakes and executes special projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

SEE SEPARATE SERIES DESCRIPTIONS AND DISPOSITION RECOMMENDATIONS

NOTE: These files series are located in the offices of the Executive Secretary, the Legal Counsel, and the Stenographers' Pool, as well as the Research Section.
ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	11.95	23		50			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
Open shelving		83	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? Stenographer's information is found in all offices, as are materials for public distribution [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? There are a number of confidential materials, particularly in the confidential files series [X] []
17. Does the series initiate, amend or terminate agency policies and procedures? Some materials have an effect on executive decisions [X] []
18. Could the function be performed if the files were lost or destroyed? Series provides documentation of past decisions [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? Some have historical value [X] []

24. REQUIREMENTS. The following requires the files to be kept see separate years:
recommendations

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[] CALENDAR YEAR -[] FISCAL YEAR -[X] Other See separate recommendations. then:
[] Hold in the current files area _____ month(s)/_____ year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
[] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations	[X] Approved [] Disapproved	Head of Agency/Designee	Date
in Paragraph	[X] Approved [] Disapproved	Department of Audits/Designee	Date
25 are:	[X] Approved [] Disapproved	Secretary of State/Designee	Date
	[X] Approved [] Disapproved	Department of Law/Designee	Date

EXECUTIVE DEPARTMENT
Executive Staff Division

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ApplNoDescriptionDisposition

- | | | |
|-------|---|--|
| 73-95 | EXECUTIVE APPOINTEES RECOMMENDATIONS FILES - Documents relating to which persons shall be appointed to the various executive offices by the Governor. Includes recommendations of and for candidates, requests for consideration for appointment, evaluations of candidates and appointees and related papers. The file is arranged alphabetically by name of board, commission, etc. | Cut off at end of term of Governor; then retire to State Archives.
APPROVED: |
| 73-96 | EXECUTIVE SECRETARY'S CORRESPONDENCE FILES - Documents relating to all phases of the Executive Secretary's duties. Includes, but is not limited to, memos, correspondence, and related papers between the Executive Secretary and the officials of the Executive Department, other state agencies and officials, and private persons. The series is arranged alphabetically by County. | Cut off at end of term of Governor; then retire to State Archives.
APPROVED: |
| 73-35 | EXECUTIVE CENTER SUBJECT FILES - Documents relating to the activity schedules of the Governor and his family and the operation of the Executive Center. Includes, but is not limited to, plans of events, schedules, invitations and related correspondence, requests for interviews, memos, Executive Center policies, procedures and inventories. Related materials NOT included in the series are Center Security Book, Center Entertainment Card File. The file is arranged in sections: Correspondence, alphabetically by County; Subject, alphabetically by subject/name of occasion. | Cut off at the end of each calendar year; then hold in current files area until end of term of Governor; then retire State Archives. Earlier disposition is authorized.
APPROVED: |